

1. NURSE

- **Job Type** [Full Time](#)
- **Qualification** [BA/BSc/HND](#)
- **Experience** 3 years
- **Location** [Nairobi](#)
- **Job Field** [Medical / Healthcare](#)

Overview of position

Our client is seeking an experienced Nurses with a good bedside manner to join our client's growing healthcare team. In this position, you will be educating & treating patients, providing them with the best care available. As part of the medical team, you will educate patients on their health & provide treatment plans for patients with infectious health issues.

Role objectives

- · provide full range of Primary Medical Services to all patients registered to all govt., non-govt. NGO, commercial and temporary residents and patients presenting immediate necessary treatment including clinical examination, diagnosis, treatment and referral as appropriate
- · Restores & promotes patient's health by completing the nursing process.
- · Provides physical & psychological support to patients, friends & families.
- · Identifies patient care requirements by establishing personal rapport with patients & their families.
- · Assures quality of care by adhering to therapeutic standards, measuring health outcomes against patient care goals & hospital or regulatory standards.
- · Resolves patient problems & needs by utilising multidisciplinary team strategies.
- · Maintains safe & clean working environment by complying with procedures, rules & regulations.
- · Protects patients & employees by adhering to infection control policies & protocols, medication administration & storage procedures & controlled substance regulations.
- · Documents patient care services by charting in patient & department records.

- · Maintains continuity among nursing teams by documenting & communicating actions, irregularities & continuing needs.
- · Maintains patient confidence & protects operations by keeping information confidential.
- · Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs & evaluating new equipment & techniques.
- · Maintains nursing supplies inventory by checking stock to determine inventory level.
- · Maintains professional & technical knowledge by attending educational workshops & participating in professional societies.
- · Maintains a cooperative relationship among health care teams by communicating information & participating in team problem solving methods.
- · Assessing and planning nursing care requirements
- · Monitoring and administering medication and intravenous infusions
- · Contributes to team effort by accomplishing related results as needed.

Key competencies

- Diploma / Degree in Nursing / Clinical medicine from recognised institution / University.
- 3 years of experience working as a clinical Nurse
- Working within a multi- disciplinary team.
- Working in specialist clinical areas.
- Excellent patient manner and interpersonal skills.
- Excellent written and verbal communication skills.
- Good computer skills with the ability to adapt.
- Aware of the importance of continuing professional development.
- Awareness of current primary care initiatives.
- Experience of health promotion.
- Experience of working within a primary health care team.

2. CRITICAL CARE/ICU NURSE

- **Job Type** [Full Time](#)
- **Qualification** [BA/BSc/HND](#)
- **Experience** 5 years
- **Location** [Nairobi](#)
- **Job Field** [Medical / Healthcare](#)

Overview of position

Our client is seeking an experienced Critical Care / ICU Nurses with a good bedside manner to join our client's healthcare team. In this position, you will be constantly monitoring patients with highly unstable physical conditions and therefore will only be responsible for one or two patients at a time. Additionally, you must be able to provide emotional support to gravely ill patients and their families.

Role objectives

- Identify patients' age-specific needs and alter care plans as necessary to meet those needs.
- Perform approved therapeutic or diagnostic procedures based upon patients' clinical status.
- Evaluate patients' vital signs and laboratory data to determine emergency intervention needs.
- Administer blood and blood products, monitoring patients for signs and symptoms related to transfusion reactions.
- Administer medications intravenously, by injection, orally, through gastric tubes, or by other methods.
- Advocate for patients' and families' needs or provide emotional support for patients and their families.
- Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, and pressure lines.
- Monitor patients' fluid intake and output to detect emerging problems such as fluid and electrolyte imbalances.
- Assess patients' psychosocial status and needs including areas such as sleep patterns, anxiety, grief, anger, and support systems.
- Collaborate with other health care professionals to develop and revise treatment plans based on identified needs and assessment data.
- Compile and analyze data obtained from monitoring or diagnostic tests.
- Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate problems.
- Document patients' medical histories and assessment findings.
- Document patients' treatment plans, interventions, outcomes, or plan revisions.

- Identify patients who are at risk of complications due to nutritional status.
- Prioritize nursing care for assigned critically ill patients based on assessment data and identified needs.
- Assist physicians with procedures such as bronchoscopy, endoscopy, endotracheal intubation, and elective cardioversion.
- Identify malfunctioning equipment or devices.
- Plan, provide, or evaluate educational programs for nursing staff, interdisciplinary health care team members, and community members.
- Supervise and monitor unit nursing staff.

Key competencies

- Registered Nurse with current practising certificate
- Diploma / Degree in Nursing / Clinical medicine from recognised institution / University.
- 5 years of experience working as a Critical Care / ICU Nurses
- Show mutual respect - positively contributing to the good of the department
- Able to communicate effectively with all staff, clients, or families
- Ability to delegate
- Good health, physically strong and tidy presentation
- Keen to learn and develop new skills
- Have a commitment to quality and the provision of quality care
- Show cultural sensitivity and work in partnership with client/family/whanau
- Dedicated team player
- Show a caring but professional manner in all aspects of work
- Flexible and adaptable
- Able to prioritise work requirements

3. administrative staff/hospital management

- **Job Type**[Full Time](#)
- **Qualification**[BA/BSc/HND](#)
- **Experience**2 years
- **Location**[Nairobi](#)
- **Job Field**[Administration / Secretarial](#)

Overview of the position:

Our client is looking to hire experienced Hospital Administration Staff for one of their hospitals in Nairobi, Kenya.

Role objective:

Under the supervision of the Hospital Administration Manager & working closely with other Hospital staff. the Hospital Administration Staff will support the unit, by providing assistance on project planning, implementation, financial tracking & reporting.

In particular, s / he will be responsible to:

- Provide support to the work of other hospital staff, implementing partners & service providers for the hospital.
- Develop annual administrative plans, contribute to longer term strategies & improvements to administrative policies, systems & procedures in compliance with policies, standards, regulations & processes.
- Manage & / or carry out data analysis pertaining to project budgets & provide management with accurate information & reports for efficient planning & decision making.
- Manage administration for existing resources such as assets / inventory items, office facilities, ambulance fleet, etc., estimate new requirements aiming at efficiency, cost effectiveness & timeliness of operations & services.
- Provide administrative & logistical planning support to staff & partners regarding duty, travel authorisations (if required), security clearance, accommodation etc.
- Follow up on implementation of projects to ensure effective & timely delivery of basic services.
- Support implementing partners & service providers to ensure procurement of hospital items & payments are made timely.
- Ensure inventory management of capacity building supplies & asset movements in close collaboration with other staff working in the hospital.
- Build productive partnerships with other UN agencies & local govt. offices, ensure agreements, MOUs are current, associated expenditure recognised / accrued & payments are processed promptly & in accordance with client requirements.
- Follow up with field team & finance unit to ensure preparation & liquidation imprest / petty cash are done according to procedures & in a timely manner.
- Prepare administration related budgets & budget revisions, including annual procurement plan in consultation with other stakeholders at the hospital.

- Review administrative SOP's for consistency with the changing environment & adjust / recommend revisions as necessary.
- Assist to compile weekly & monthly reports for the unit in a timely manner & with accuracy.
- Perform any other relevant tasks assigned by the immediate line manager. Overall / other duties & responsibilities:
- Support project designing, modification & implementation of appropriate operational procedures.
- Coordination with service providers, administration, other specialised staff.
- Reporting to line manager on activities.
- Assistance in preparing funding requests for activities related to the projected caseload.
- Liaison with the security focal point in Nairobi as needed.

Project reporting:

- This role works under the supervision of the Hospital Administration Manager.

Team management:

- This role does not have team management responsibility.

Geographical experience:

- Minimum of 2 year of experience in Africa (essential).

Education & Experience:

- University Degree or Diploma, preferably in Public or Business Administration or an equivalent combination of training / experience.
- At least 2 years of professional experience in administrative, financial & logistics assistance of a public or private institution within a hospital / health care environment.
- High level of computer literacy (MS Office Word, Excel, Outlook).
- Excellent communication skills both oral & written.
- Ability to prepare clear & concise reports.
- Strong strategic, analytical & creative thinking skills.
- Personal commitment, efficiency, flexibility & drive for results.
- Demonstrated gender awareness & gender sensitivity.
- Capacity to work effectively & harmoniously with colleagues from various professional backgrounds.
- Ability to work under difficult conditions & outside normal working hours while maintaining security awareness.

Languages:

- Fluent in English & Swahili.

Competencies:

- Takes responsibility & manages constructive criticism.
- Works effectively with all clients & stakeholders.
- Promotes continuous learning; communicates clearly.

- Takes initiative & drives high levels of performance management.
- Plans work, anticipates risks & sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Creates & promotes a respectful office environment free of harassment & retaliation.
- Maintains excellent communication & writing skills.
- Pays meticulous attention to detail.
- Personal commitment & drive for results & adaptability in the workplace.
- Handles sensitive situations diplomatically & cultivates productive relationships.
- Demonstrates ability to maintain accuracy & confidentiality in performing responsibilities.
- Abides by Prevention of Sexual Exploitation & Abuse (PSEA).
- Incorporates gender related needs, perspectives & concerns & promotes equal gender participation.
- Displays awareness of relevant technological solutions.
- Works with internal & external stakeholders to meet resource needs.
- Able to handle sensitive situations & cultivate productive relationships.
- Ability to maintain accuracy & confidentiality in performing responsibilities.
- Excellent interpersonal & verbal communication skills.
- Calm, diplomatic & demonstrate the ability to meet strict deadlines.

Other relevant information:

- This role is for roster / talent building purposes.
- Qualified female candidates are highly encouraged to apply for this role.

4. laboratory technician

- **Job Type** [Full Time](#)
- **Qualification** [BA/BSc/HND](#)
- **Experience** 3 years
- **Location** [Nairobi](#)
- **Job Field** [Medical / Healthcare](#)

Overview of the position:

Our client is looking to hire experienced Laboratory Technician Staff for one of their hospitals in Nairobi, Kenya.

Role objective:

Primary responsibilities include:

- Provide technical support for laboratory services at a hospital in Nairobi, Kenya.
- Work within a multidisciplinary team with a personalised & caring attitude.
- Participate in public health awareness initiatives.
- Participate in training programs as required.

Expected output:

- Using the highest industry standards, s / he renders laboratory services in both in patient & out patient settings, using an evidence based approach in keeping with generally accepted standards for the profession.
- S / He shall follow set rules for laboratory routine protocols & SOP's.
- Duties include performance of lab tests as requested by the clinician & the collection, recording of scientific data both quantitative & qualitative.
- S / He shall be responsible for correct calibration & maintenance of all machines & equipment in the lab, as well as those items dispersed across the hospital for point of care testing.
- Malfunctions should be reported immediately to the biomedical team.
- S / He may be required to provide daytime & after hours services for elective & emergency admissions on a rotational basis, during evenings, nights, holidays, weekends & contractual leave periods.
- Reviews with the Directorate Head & Laboratory Manager, adverse events, problem incidents & complaints & explores all opportunities to improve the quality of care & provide recommendations with regards to risk management.
- Participates in the quality assurance program for lab services & monitors key performance indicators.
- Assists the Directorate Head & Laboratory Manager in developing best practices guidelines & protocols.

Project reporting:

- The Laboratory Technician will report to the Laboratory Manager.

Team management:

- This role does not have any team management responsibility.

Geographical experience:

- Minimum of 2 year of experience in Africa (essential).

Qualifications:

- Diploma in Medical Laboratory Sciences or equivalent.

Experience:

- Minimum 3 years post graduate experience in histopathology.

Knowledge / Technical skills:

- BLS provider.
- Demonstrated ability to work under pressure.
- Good time management skills.
- Strong customer service ethic.
- Good interpersonal & communication skills.
- MS Office computer skills.

Other relevant information:

- This role is for roster / talent building purposes.
- Qualified female candidates are highly encouraged to apply for this role.

Further information

Qualified female candidates are highly encouraged to apply for this role.

5. CHIEF MEDICAL OFFICER (CMO)

- **Job Type** [Full Time](#)
- **Qualification** [BA/BSc/HND](#)
- **Experience** 5 years
- **Location** [Nairobi](#)
- **Job Field** [Medical / Healthcare](#)

Overview of position

Our client is seeking an experienced Chief Medical Officer with a good bedside manner to join our client's healthcare team. In this position, a chief medical officer needs to make sure that all daily tasks and goals are met within a particular wing or

department of a hospital, attends to any legal or bureaucratic issues that may arise, brainstorms ways to improve patient care, and continues to practice medicine in addition to managerial duties.

Role objectives

- Train, motivate and oversee all health care providers and support staff
- Oversees departmental patient care.
- Serves as liaison between physicians and hospital administration.
- Devises ways to increase efficiency and effectiveness of department.
- Attends hospital board meetings.
- Brings concerns, requests, and problems to the hospital board as necessary.
- Manages budget for hospital department.
- Orders new hospital equipment, machinery, and supplies.
- Assigns tasks to physicians, nurses, and hospital staff for review as necessary.
- Trains and advises new physicians on staff.
- Ensures that all practices in the department adhere to hospital standards and code of medical ethics.
- Coordinates staff schedules.
- Oversees and staff's partner clinics.
- Attends conferences to stay up-to-date on latest hospital technology.

Key competencies

Education:

- University degree in Medicine from an accredited university.
- An advanced university degree (Masters or Higher) in Public Health, Community Health, Health Policy & Management, Epidemiology or related, will be preferred.
- Strong level of analytical skills and computer literacy.

Experience:

- Valid, state-issued medical license in good standing

- Minimum of ten years of professional experience in the domain of public health, including in the context of humanitarian situations, experience of working within the health system of Kenya would be preferred.
- 5+ years' experience in a middle management or executive role
- Experience in project development and management would be an added advantage.
- Willingness to adhere to all in-house and legal regulations
- Excellent communication and organizational skills

Languages:

- Fluent in English.

The incumbent is expected to demonstrate the following technical and behavioral competencies:

Behavioral:

- Takes responsibility and manages constructive criticism, works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work, anticipates risks, and sets goals within area of responsibility.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Displays awareness of relevant technological solutions i.e;

Technical:

- Delivers on set objectives.
- effectively coordinates actions with other implementing partners.
- Works effectively with local authorities, stakeholders, beneficiaries, and the broader community to advance country office or regional objectives.

Further information

Qualified female candidates are highly encouraged to apply for this role.

6. Radiographer

- **Job Type**[Full Time](#)
- **Qualification**[BA/BSc/HND](#)
- **Experience**
- **Location**[Nairobi](#)
- **Job Field**[Medical / Healthcare](#)

Under the overall guidance of the Medical Supervisor the Medical Radiographer / Imaging Technician will be assigned the below duties:

- Evaluate patients' medical condition and history to determine most suitable radiographic technique for diagnosis.
- Adjust diagnostic equipment to deliver accurate amount of radiation to patients.
- Operate complex medical instruments such as MRIs, CT scanners, X-ray, ultrasound, and several other imaging devices.
- Interact with patients to offer them psychological support and address their concerns regarding an imaging procedure.
- Direct and supervise the activities of radiography assistants and trainee radiographers.
- Maintain proper records of patient details ensuring confidentiality of sensitive information.
- Follow up on patients after treatment to track the progress of recovery and ensure patients show no signs of radiation side effect
- Education:
- Diploma/Degree in Radiography from a recognized university

Experience:

- Ultrasonography
- X-rays
- Computerised Tomography
- Ability to adapt to challenging operating environments e.g. post-epidemic settings

Further information

- Qualified female candidates are highly encouraged to apply for this role.

- Role is for Talent Pooling only

Method of Application

Interested and qualified? Go to [CTG Global on recruitmentctg.force.com](https://ctgglobalonrecruitmentctg.force.com) to apply

Deadline – 30th April 2020